



# Maryland Judiciary

## Job Announcement

[mdcourts.gov/jobs](http://mdcourts.gov/jobs)

**Opening Date:** October 1, 2015  
**Job Title:** Paternity Assistant  
**PIN:** 089073  
**Location:** Circuit Court for Harford County  
Bel Air, Maryland

**Closing Date:** October 15, 2015  
**Position Type:** Regular  
**FLSA Status:** Non-Exempt  
**Salary Range:** J6 \$30,761 - \$36,447  
**Financial Disclosure:** No

**Essential Functions:** The Paternity Assistant processes and maintains Paternity filings. Reviews pleadings, types docket information and establishes case file folders for the documents. Assists the public and attorneys by providing information about the status of cases or Clerk's office procedures in person and by phone. Issues summonses, writs and warrants. Indexes new cases and judgments. Performs additional related duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** Minimum of one year of related experience.

**Skills/Abilities:** Knowledge of modern office practices, procedures and equipment. Ability to communicate in an effective, patient and tactful manner with the public, attorneys and other court personnel. Ability to learn and apply job-related terminology, policies, procedures, regulations and laws. Ability to define problems, collect data, establish facts, record data and appropriately complete forms or provide information to customers. Ability to interpret and follow directions, comments and notations. Ability to operate a personal computer and learn court specific software. Ability to accurately use a cash register and calculator. Ability to perform all essential functions of this position.

**All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

**Hon. James Reilly, Clerk of the Court  
Circuit Court for Harford County  
Courthouse, 20 West Courtland Street  
Bel Air, Maryland 21014**

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**